

*Amended 2 September 2003

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

AIR TECHNICIAN VACANCY ANNOUNCEMENT #03-133A

**Health System Specialist
80283000 FC: 5210
GS-0671-09
\$43,006 - \$55.909 pa**

ANNOUNCEMENT DATE:

15 July 2003

***CLOSING DATE:**

**Open Until Filled or
NLT: 3 October 2003**

SELECTING OFFICIAL:

Acting Director of Support

APPOINTMENT FEATURES:

**Excepted Service
Enlisted Grade**

POSITION LOCATION:

129th Rescue Wing – Moffett Federal Airfield, CA

RECRUITMENT/RELOCATION BONUS MAY OR MAY NOT BE OFFERED

This position is located in the medical unit at an Air National Guard (ANG) Flying Base. The primary purpose of the position is to administer health services activities and to review and coordinate projects and activities on behalf of the medical squadron commander and the air commander. Ensure that command medical policies are applied and carried out in the day-to-day operation of an ANG medical squadron. The incumbent plans, organizes, and implements programs, policies, and procedures; directs continuity of operations; and supervises assigned full time employees.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Air National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

**3. MILITARY GRADE AVAILABLE: ENLISTED GRADE E-9. PRIOR
TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A
COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE
E-9 OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU.**

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GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience in administrative or technical work that demonstrates a knowledge of missions, organizations, programs, and requirements of health care delivery systems; ability to analyze problems and present both oral and written recommendations taking into consideration the wide range of factors and requirements which affect the management of the health care delivery system.

b. **Specialized:** Must have 24 months specialized experience which provided a working knowledge of missions, organizations, programs and requirements of health care delivery systems; analyzing and recommending solutions to complicated problems; developing and implementing various policies and procedures used in the state medical programs; and experience involving various administrative areas such as budget, personnel, and public relations within a medical activity.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education for Specialized Experience:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The study must have been in fields directly related to the type of work of the position.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED.

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

a. Knowledge of missions, organizations, programs and requirements of health care delivery systems.

b. Ability to analyze more complex problems and present recommendations.

c. Knowledge of the policies and procedures used in various aspects and requirements of state medical programs.

d. Knowledge of the facility systems and requirements in various administrative areas such as budget, personnel, and public relations.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN AFSC 4NOXX, 4AOXX.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER